

National Administration Guidelines

NAG 1

Each Board of Trustees is required to foster student achievement by providing teaching and learning programmes which incorporate *The National Curriculum* as expressed in *The New Zealand Curriculum 2007* or *Te Marautanga o Aotearoa*.

Each Board, through the principal and staff, is required to:

- i. develop and implement teaching and learning programmes
 - (a) to provide all students in years 1-10 with opportunities to achieve for success in all areas of the National Curriculum
 - (b) giving priority to student achievement in literacy and numeracy, especially in years 1-8
 - (c) giving priority to regular quality physical activity that develops movement skills for all students, especially in years 1-6;
- ii. through a range of assessment practices, gather information that is sufficiently comprehensive to enable the progress and achievement of students to be evaluated; giving priority first to:
 - (a) student achievement in literacy and numeracy, especially in years 1-8
and then to:
 - (b) breadth and depth of learning related to the needs, abilities and interests of students, the nature of the school's curriculum, and the scope of *The National Curriculum* as expressed in *The New Zealand Curriculum* or *Te Marautanga o Aotearoa*;
- iii. on the basis of good quality assessment information, identify students and groups of students
 - (a) who are not achieving
 - (b) who are at risk of not achieving
 - (c) who have special needs¹
and
 - (d) aspects of the curriculum which require particular attention;
- iv. develop and implement teaching and learning strategies to address the needs of students and aspects of the curriculum identified in (iii) above;
- v. in consultation with the school's Māori community, develop and make known to the school's community policies, plans and targets for improving the achievement of Maori students;
- vi. provide appropriate career education and guidance for all students in year 7 and above, with a particular emphasis on specific career guidance for those students who have been identified by the school as being at risk of leaving

school unprepared for the transition to the workplace or further education/training.

NAG 2

Each Board of Trustees, with the principal and teaching staff, is required to:

- i. develop a strategic plan which documents how they are giving effect to the National Education Guidelines through their policies, plans and programmes, including those for curriculum, National Standards, assessment and staff professional development;
- ii. maintain an on-going programme of self-review in relation to the above policies, plans and programmes, including evaluation of information on student achievement;
- iii. report to students and their parents on the achievement of individual students, and to the school's community on the achievement of students as a whole and of groups (identified through 1(iii) above) including the achievement of Māori students against the plans and targets referred to in 1(v) above.

NAG 2A

Where a school has students enrolled in years 1-8, the Board of Trustees, with the principal and teaching staff, is required to use National Standards to:

- i. report to students and their parents on the students' progress and achievement in relation to National Standards. Reporting to parents in plain language in writing must be at least twice a year;
- ii. report school-level data in the Board's annual report on National Standards under three headings:
 - (a) school strengths and identified areas for improvement
 - (b) the basis for identifying areas for improvement
 - (c) planned actions for lifting achievement;
- iii. report in the Board's annual report on
 - (a) the numbers and proportions of students at, above, below or well below the standards, including by Māori, Pasifika and by gender (where this does not breach an individual's privacy)
 - (b) how students are progressing against the standards as well as how they are achieving.

These requirements do not apply to boards of trustees that are working towards implementing *Te Marautanga o Aotearoa* until 2 February 2011.

For the avoidance of doubt, the first annual report to which subclauses ii and iii apply is that which reports on the 2011 school year, except for boards of trustees

that are working towards implementing *Te Marautanga o Aotearoa* when the relevant report is that which reports on the 2012 school year.

NAG 3

According to the legislation on employment and personnel matters, each Board of Trustees is required in particular to:

- i. develop and implement personnel and industrial policies, within policy and procedural frameworks set by the Government from time to time, which promote high levels of staff performance, use educational resources effectively and recognise the needs of students;
- ii. be a good employer as defined in the State Sector Act 1988 and comply with the conditions contained in employment contracts applying to teaching and non-teaching staff.

NAG 4

According to legislation on financial and property matters, each Board of Trustees is also required in particular to:

- i. allocate funds to reflect the school's priorities as stated in the charter;
- ii. monitor and control school expenditure, and ensure that annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989;
- iii. comply with the negotiated conditions of any current asset management agreement, and implement a maintenance programme to ensure that the school's buildings and facilities provide a safe, healthy learning environment for students.

NAG 5

Each Board of Trustees is also required to:

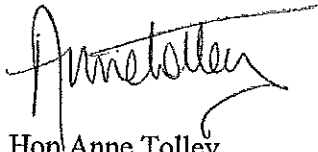
- i. provide a safe physical and emotional environment for students;
- ii. promote healthy food and nutrition for all students;
- iii. comply in full with any legislation currently in force or that may be developed to ensure the safety of students and employees.

NAG 6

Each Board of Trustees is also expected to comply with all general legislation concerning requirements such as attendance, the length of the school day, and the length of the school year.

The National Administration Guidelines notified in the New Zealand Gazette, 29 April 1993, (p1086), as amended, is hereby revoked from 2 February 2010.

¹ Including gifted and talented students



Hon Anne Tolley
Minister of Education

Dated at Wellington this 14th day of October 2009

National Curriculum: The National Curriculum Statements

Pursuant to section 60A of the Education Act 1989 (incorporating all amendments), the Minister of Education hereby publishes in *The New Zealand Curriculum* and *Te Marautanga o Aotearoa*, national curriculum statements for:

The New Zealand Curriculum (2007)

The Arts
English
Health and Physical Education
Mathematics and Statistics
Science
Social Sciences
Technology

Te Marautanga o Aotearoa

Ngā Toi
Te Reo Māori
Hauora
Pāngarau
Pūtaiao
Tikanga ā-iwi
Hangarau
Te Reo Pākehā

State schools are to provide learning and teaching programmes based on

Either

The National Curriculum statements in *The New Zealand Curriculum*, except that Level 1 and 2 Māori immersion settings that base their learning and teaching programmes on *The New Zealand Curriculum* must also provide learning and teaching programmes based on Te Reo Pākehā.

Or

The National Curriculum statements in *Te Marautanga o Aotearoa*

A board of trustees of a school with a bilingual class or classes where Māori is one of the languages of instruction may develop and implement teaching and learning programmes based on *Te Marautanga o Aotearoa* for those classes and on teaching and learning programmes in the *The New Zealand Curriculum* for the rest of the school.

State schools that choose to provide learning and teaching programmes based on *The New Zealand Curriculum* must adopt the foundation curriculum policy statements for *The New Zealand Curriculum*.

State schools that choose to provide learning and teaching programmes based on *Te Marautanga o Aotearoa* must adopt the foundation curriculum policy statements for *Te Marautanga o Aotearoa*.

State schools that choose to provide learning and teaching programmes based on *The New Zealand Curriculum* must do so from the commencement date of 2 February 2010.

State schools that choose to provide learning and teaching programmes based on *Te Marautanga o Aotearoa* must do so from the commencement date of 1 February 2011.

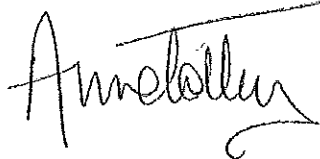
The existing national curriculum statements, namely

Mathematics in the New Zealand Curriculum – Gazetted February 1993 (p449)
Science in the New Zealand Curriculum – Gazetted November 1994 (p3568)
English in the New Zealand Curriculum – Gazetted November 1995 (p4635)
Technology in the New Zealand Curriculum – Gazetted February 1999 (p364)
Social Studies in the New Zealand Curriculum – Gazetted February 2000 (p270)
Health and Physical Education in the New Zealand Curriculum – Gazetted December 2001 (p4172)
Arts in the New Zealand Curriculum – Gazetted December 2003 (p4765) are hereby revoked with effect from 2 February 2011.

This notice revokes and replaces *The New Zealand Curriculum: National Curriculum Statements* notified in the New Zealand Gazette 24 January 2008 (p251).

During the transition period between the publication of this notice and the applicable date set out above, schools may base their programmes of study on any set of national curriculum statements, but should work towards full implementation of the new curriculum requirements by 2 February 2010 or 1 Feb 2011 as the case may be.

Copies of *The New Zealand Curriculum* and *Te Marautanga o Aotearoa* can be obtained by: telephoning 0800 660 662; or from <http://www.thechair.minedu.govt.nz>. Copies are also available on <http://nzcurriculum.tki.org.nz>



Hon Anne Tolley
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Dated at Wellington this 14th day of October 2009

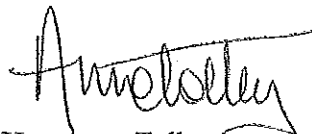
National Standards

Pursuant to section 60A of the Education Act 1989, the Minister of Education hereby publishes National Standards.

Each board of trustees, through the principal and staff is required to use and report on National Standards for students in years 1-8 from 2 February 2010.

This notice applies only to those schools that are required to implement *The New Zealand Curriculum* in 2010.

Copies of the National Standards are available on <http://nzcurriculum.tki.org.nz> or can be obtained by telephoning 0800 660 662.



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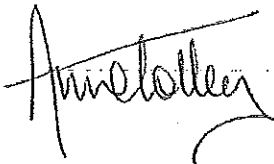
Draft National Standards: Nga Whanaketanga Rūmaki Māori

Pursuant to section 60A of the Education Act 1989, the Minister of Education hereby publishes draft Nga Whanaketanga Rūmaki Māori.

This notice applies only to those schools or bilingual settings that are working towards implementing *Te Marautanga o Aotearoa*.

The board of trustees of such schools, through the principal and staff, is required to work with Nga Whanaketanga Rūmaki Māori for students in years 1-8 from 2 February 2010.

Copies of the draft Nga Whanaketanga Rūmaki Māori will be available on www.minedu.govt.nz from 29 January 2010.



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Minister of Education

Dated at Wellington this 14th day of October 2009

The National Curriculum: Foundation Curriculum Policy Statements

Pursuant to section 60A of the Education Act 1989 (incorporating all amendments), the Minister of Education hereby publishes foundation curriculum policy statements:

Each board of trustees, through the principal and staff, must choose to implement the foundation curriculum policy statements based on either *The New Zealand Curriculum 2007* or *Te Marautanga o Aotearoa*

New Zealand Curriculum 2007

Each board of trustees, through the principal and staff, must develop and implement a curriculum for students in Years 1-13:

- that is guided by the **Vision** as expressed in *The New Zealand Curriculum*
- that is underpinned by the **Principles** as expressed in *The New Zealand Curriculum*
- in which the **Values** as expressed in *The New Zealand Curriculum* are encouraged and modelled and are explored by students.
- that supports students to develop the five **Key Competencies** as expressed in *The New Zealand Curriculum*.

Te Marautanga o Aotearoa

Each board of trustees, through the principal and staff must develop and implement a curriculum for students in Years 1-13:

- that supports students to develop **Te Āhua o ā Tātou Ākonga** as expressed in *Te Marautanga o Aotearoa*
- that is underpinned by **Ngā Mātāpono Whānui** as expressed in *Te Marautanga o Aotearoa*
- in which **Ngā Uara, Ngā Waiaro** as expressed in *Te Marautanga o Aotearoa* are encouraged and modelled and are explored by students
- that supports students to gain confidence in **Te Reo Māori** as expressed in *Te Marautanga o Aotearoa*
- that takes account of **He Toi Mātauranga, He Mana Tangata** as expressed in *Te Marautanga o Aotearoa*.

A board of trustees of a school with a bilingual class or classes where Māori is one of the languages of instruction may develop and implement a curriculum based on the foundation policy statements in *Te Marautanga o Aotearoa* for those classes and on the foundation policy statements in *The New Zealand Curriculum* for the rest of the school.

State schools that choose to adopt the foundation curriculum policy statements for *The New Zealand Curriculum* must provide learning and teaching programmes based on *The New Zealand Curriculum*.

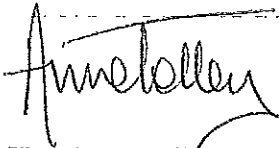
State schools that choose to adopt the foundation curriculum policy statements based on *Te Marautanga o Aotearoa* must provide learning and teaching programmes based on *Te Marautanga o Aotearoa*.

State schools are to provide learning and teaching programmes underpinned by these foundation curriculum policy statements from the commencement date of 2 February 2010 in the case of those contained in *The New Zealand Curriculum* or from 1 February 2011 in the case of those contained in *Te Marautanga o Aotearoa*.

This notice revokes and replaces The New Zealand Curriculum Foundation Curriculum Policy Statements notified in the New Zealand Gazette 24 January 2008, (p.251).

During the transition period between the publication of this notice and the applicable date set out above, schools may base their programmes of study on any set of national curriculum statements, but should work towards full implementation of the new curriculum requirements by 2 February 2010 or 1 Feb 2011 as the case may be.

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